

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE BUREAU ADMINISTRATION
DMH-DPSS CO-LOCATED PROGRAMS**

VACANCY ANNOUNCEMENT

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO EMPLOYEES OF THE COUNTY OF LOS ANGELES**

TRANSFER OPPORTUNITY

Psychiatric Social Worker II

DMH/DPSS General Relief (GR) Record Retrieval Project

The DMH/DPSS Co-Located program is seeking to fill a full-time vacant position for a Psychiatric Social Worker II. The person selected for this position will be located at DMH Headquarters as part of our unit's General Relief (GR) Record Retrieval Team which retrieves, analyzes, and summarizes clinical records for DPSS GR Participants applying for SSI-disability benefits based on a psychiatric disability.

ESSENTIAL JOB FUNCTIONS:

- Conducts analyses of clinical documentation and develops a clinical summary report of GR participant's mental health functioning, mental status, and psychiatric limitations as supported by participant's DSM TR-IV psychiatric diagnosis.
- Reviews clinical documentation to obtain a comprehensive assessment of each referred GR participant's functional limitations and impact on their ability to work and appropriateness for a successful SSI application.
- Upon review of clinical documentation, makes recommendations to DPSS SSI advocates on whether a GR participant's clinical documentation supports long-term disability.
- Establishes relationships with DMH directly-operated clinics and contract agencies so that clinical records may be retrieved and analyzed to meet project deadlines.
- Participates in peer review meetings and quality improvement efforts.

ESSENTIAL QUALIFICATIONS:

- Extensive knowledge of DSM-IV TR diagnoses and SSI-disability criteria.
- Ability to synthesize and document clinical findings from various sources.
- Excellent organization, interpersonal, oral and written communication skills.
- Adaptable and flexible.

Qualified individuals holding title to the position of Psychiatric Social Worker II should fax or email their resume to:

Edward Armstrong, Supervising Psychologist
(213) 351-7203

Fax (213) 637-0790 or EArmstrong@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER